

## **WHERE DO WE REPORT FISCAL INFORMATION FOR SACPA AND OTP?**

All SACPA fiscal information including: county plan reports, bi-annual and annual expenditure status reports, and annual financial status reports are all required to be submitted via the SACPA Reporting Information System (SRIS). All OTP fiscal information is submitted by hard copy and includes annual budget and budget modifications, and quarterly invoices. Annual budgets and budget modifications use the same form, which can be found in the county plan template that was sent out via ACLA Letter # 07-07:

[http://www.adp.ca.gov/SACPA/pdf/ACLA\\_Letter\\_07-07.pdf](http://www.adp.ca.gov/SACPA/pdf/ACLA_Letter_07-07.pdf) .

Quarterly OTP invoices need to be submitted with an original signature to your SACPA county liaison, the invoice template and instructions can be found as attachments to the ACLA Letter # 06-12:

[http://www.adp.ca.gov/SACPA/ACLA\\_Letter\\_06-12.shtml](http://www.adp.ca.gov/SACPA/ACLA_Letter_06-12.shtml)

Absolutely NO OTP fiscal information should be input into SRIS.

## **WHERE IS OTP CLIENT DATA REPORTED?**

OTP does not have its own set of 'clients'. OTP is solely a funding source.

All clients receiving OTP funded services are reported as SACPA clients in SRIS and on the SACPA Quarterly Data Report (QDR). For further information regarding the QDR, refer to ACLA

Letter # 06-13: [http://www.adp.ca.gov/SACPA/ACLA\\_Letter\\_06-13.shtml](http://www.adp.ca.gov/SACPA/ACLA_Letter_06-13.shtml).

## **THE DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS RELEASED THE FY 2006-07 SUPPLEMENTAL SACPA ALLOCATION ON APRIL 10, 2007 VIA ACLA #07-05. OUR COUNTY DID NOT RECEIVE THE FUNDS UNTIL SEPTEMBER IN FY 2007-08. WHERE DO THE FUNDS NEED TO BE ACCOUNTED?**

The FY 2006-07 Supplemental SACPA Allocation should be accounted for in the FY 2006-07 Financial Status Report (FSR). The first line of the FSR, "*Total SATTF Funds Allocated*" will reflect the amount distributed in ACLA Letter # 06-08:

[http://www.adp.ca.gov/SACPA/ACLA\\_Letter\\_06-08.shtml](http://www.adp.ca.gov/SACPA/ACLA_Letter_06-08.shtml) (Allocations from the Substance Abuse Treatment Trust Funds (SATTF) for Fiscal Year 2006-07), in addition to the amount distributed in ACLA Letter # 06-05: [http://www.adp.ca.gov/SACPA/ACLA\\_Letter\\_06-05.shtml](http://www.adp.ca.gov/SACPA/ACLA_Letter_06-05.shtml) (Supplemental Allocations from the Substance Abuse Treatment Trust Fund for Fiscal Year 2006-07).

All FY 2006-07 SACPA expenditures from the SATTF including the supplemental allocation must be recorded in the appropriate categories (i.e. Drug Treatment, Ancillary Services, Other Services (Criminal Justice)). If the funds were not expended in FY 2006-07, the supplemental allocation plus any amount that was not expended will reflect in the last line of the FSR – "Funds Available at the End of the Period".

If the funds are unexpended, they must also be accounted for in the projected carryover in the FY 2007-08 SACPA county plan.

## **IS THE USE OF SUBOXONE ON ALLOWABLE SACPA OR OTP EXPENDITURE?**

Suboxone is an allowable SACPA or OTP expenditure when it is prescribed as part of the SACPA client's treatment plan through a licensed and certified treatment program.

## **IS THE COST OF SUBOXONE PRESCRIBED BY A PRIVATE PHYSICIAN WHO IS NOT LICENSED OR CERTIFIED BY THE DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS (ADP) TO A SACPA CLIENT IN RESIDENTIAL TREATMENT, AN ALLOWABLE SACPA OR OTP COST?**

In the event a private physician is prescribing Suboxone as identified in a SACPA client's treatment plan, the physician would need to be affiliated with a certified or licensed treatment provider in order for the Suboxone to be an allowable SACPA or OTP expense.

## **WHAT ARE THE OTP FUNDING PERIODS FOR FY 2006-07 AND FY 2007-08?**

FY 2006-07, the funding period is November 13, 2006 through November 30, 2007.

FY 2007-08, the funding period is July 1, 2007 through June 30, 2008.

## **WHAT ADMINISTRATIVE COSTS ARE CONSIDERED ALLOWABLE?**

Allowable administrative costs for FY 2006-07:

ACLA Letter # 06-07: [http://www.adp.ca.gov/SACPA/ACLA\\_Letter\\_06-07.shtml](http://www.adp.ca.gov/SACPA/ACLA_Letter_06-07.shtml) , does not allow OTP expenditures for general administrative costs. However, costs are allowable if the activities are directly linked to a SACPA service or activity. The county will need to document carefully that the work is directly tied to engaging and retaining offenders in treatment. If treatment services cannot be provided without the work provided, and then the cost is a direct cost and is allowable.

Allowable administrative costs for FY 2007-08:

ACLA Letter # 07-06: [http://www.adp.ca.gov/SACPA/ACLA\\_Letter\\_07-06.shtml](http://www.adp.ca.gov/SACPA/ACLA_Letter_07-06.shtml) states that administrative activities within reason are allowable costs.

## **ARE PERSONNEL SERVICES ALLOWABLE COSTS?**

For FYs 2006-07 and 2007-08, personnel time as necessary for treatment of a client (e.g. scheduling appointments, filing treatment related documents) is an allowable cost.

## **ARE CONTRACTUAL SERVICES ALLOWABLE COSTS?**

For FYs 2006-07 and 2007-08, contractual services as they relate to providing a SACPA service or activity are allowable (e.g. developing contracts for treatment services).

## **ARE SOBER LIVING ENVIRONMENTS ALLOWABLE COSTS FOR SACPA AND OTP?**

ACLA Letter # 05-06: [http://www.adp.ca.gov/SACPA/ACLA\\_Letter\\_05-06.shtml](http://www.adp.ca.gov/SACPA/ACLA_Letter_05-06.shtml) allows Sober Living Environments (SLE) as they relate to providing a SACPA service or activity. However, the SLE must be a part of the client's treatment plan, the client must concurrently be receiving drug treatment services, the SLE facility must be affiliated with a drug treatment program, and the combined cost of housing and drug treatment cannot exceed the cost of residential. OTP funds may also be used for SLE's.